STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

December 1, 2011

MEMORANDUM

TO: Local and Intermediate School Superintendents
Public School Academy Directors
Nonpublic School Administrators

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Sharing Student Meal Eligibility Information and Status

The purpose of this memorandum is to emphasize the requirements of sharing student eligibility information contained in Free and Reduced Price School Meal Family Applications or, if applicable, Household Information Surveys.

According to the *Eligibility Manual for School Meals*, the information provided by families is to be used only for determining eligibility for meal or milk benefits and verification of eligibility. Local Education Agencies (LEAs) that plan to disclose children's eligibility status for purposes other than for determining and verifying free or reduced price eligibility must inform households of this potential disclosure. Additionally, in some cases, the LEA must obtain parental consent prior to the disclosure.

A disclosure of eligibility information to any other federal, state, or local program or individual not included in the National School Lunch Act requires parental consent. Other programs that require parental consent are local health and local education programs and other local level activities.

Please utilize the reference attached to determine, based on the activity, whether your school/district is required to obtain parental consent for disclosure of information contained in free and reduced price meal applications or, if applicable, the Household Information Survey. Any activities not implicit in the reference attached should be preceded by full parental consent.

Questions regarding the content of this memorandum may be directed to the School Nutrition Programs Unit by email to MDE-SchoolNutrition@michigan.gov or phone 517-373-3347.

cc: Michigan Education Alliance

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SHARING INFORMATION WITH OTHER PROGRAMS

Recipient of Information	Information that May be Disclosed	Required Notification and Consent
Programs under the National School Lunch Act or Child Nutrition Act.	All eligibility information.	Prior notice and consent not required.
Federal/state or local means tested nutrition programs with eligibility standards comparable to the National School Lunch Program (NSLP).	Eligibility **status** only.	Prior notice and consent not required.
Federal education programs.	Eligibility **status** only.	Prior notice and consent not required.
State education programs administered by a state agency or local education agency.	Eligibility **status** only.	Prior notice and consent not required.
Local education programs.	NO eligibility information, unless parental consent is obtained.	Must obtain parental consent.
Medicaid or the State Children's Health Insurance Programs (SCHIP), administered by a state or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children.	All eligibility information, unless parents elect not to have information disclosed.	Must give prior notice to parents and opportunity for parents to decline to have their information disclosed.
State health programs other than Medicaid/SCHIP, administered by a state agency or local education agency	Eligibility **status** only.	Prior consent not required.
Federal health programs other than Medicaid/SCHIP.	NO eligibility information, unless parental consent is obtained.	Must obtain parental consent.
Local health program.	NO eligibility information, unless parental consent is obtained.	Must obtain parental consent.
Comptroller General of the United States for purposes of audit and examination.	All eligibility information.	Prior notice and consent not required.
Federal, state or local law enforcement officials investigating alleged violations of any of the programs under the National School Lunch Act (NSLA) and Child Nutrition Act (CNA) or investigating violations of any of the programs that are authorized to have access to names and eligibility status.	All eligibility information.	Prior notice and consent not required.
Any and all private, public, or non-profit entities not explicitly listed above must obtain parental consent prior to any disclosure of eligibility information.		

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

Your child may qualify for other programs based on the information you gave on your Free and Reduced Price School Meals Family Application. For the following programs, we must have your permission to share your information. Returning this form will not change whether your children receive free or reduced price school meals.

☐ Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [*Name of Person Specific to Your School*].

☐ Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [*Name of Person Specific to Your School*].

☐ Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Family Application with [*Name of Person Specific to Your School*].

If you check "Yes" to any or all of the boxes above, please fill out form below.
Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, call _____ at _____

Return this form to: *[Name, Address, and Phone Number]*.

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